

**TERMS OF REFERENCE FOR
THE MCC COMPACT DEVELOPMENT TEAM – BELIZE**

<https://med.gov.bz/>

Posted January 26, 2022

Table of Contents

THE ECONOMIST.....2

THE PRIVATE SECTOR DEVELOPMENT SPECIALIST 5

GENDER AND SOCIAL INCLUSION SPECIALIST 9

ENVIRONMENTAL AND SOCIAL PERFORMANCE SPECIALIST 13

THE PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT SPECIALIST 16

THE ADMINISTRATIVE ASSISTANT 20

THE ECONOMIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Economist
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment, intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S.-based MCC Team to conduct a diagnosis of the constraints to economic growth, prepare concept notes, develop project proposals, and plan for project implementation.

The Economist will contribute to compact development by supporting the completion of Constraints to Economic Growth Analysis and the root causes of those constraints, including policy and institutional reforms. The economist will develop the economic justification for the proposed projects and conduct the beneficiary analysis and assessment of the economic rate of return for agreed projects. The Economist will be responsible for ensuring that each project in the compact program meets MCC’s strict requirements for alleviating constraints to economic growth and alleviating poverty, including how proposed projects are likely to impact poor households and disadvantaged groups, including women and youth.

To be successful, the Economist must be able to work collaboratively with interdisciplinary teams; lead and organize complex analytical exercises; gather, synthesize and assess large amounts of data and information; reach conclusions in an environment of uncertainty and tight timelines; and communicate and write clearly and effectively.

Duties and Responsibilities: The Belize Compact Development Team will be led by a National Coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The Economist will be a member of this team and will be responsible for the following duties in close coordination and partnership with MCC economists:

- Support research into the causes of the constraints to economic growth in Belize and the root causes of those constraints, including policy and institutional issues.
- Build the economic justification for concept notes and support the development of detailed program logic.
- Conduct detailed analyses of the economic characteristics of any proposed projects,
- Develop models to estimate economic rates of return (ERRs) for proposed projects.
- Identify, assess, and explain the underlying economic logic and likely economic impact of the proposed compact program.
- Assess how proposed projects will impact intended beneficiaries through a beneficiary analysis, with particular attention on poor households and disadvantaged groups, including women.
- Integrate and manage inputs from support staff, external consultants, and partner institutions, and
- Communicate about costs and benefits of the proposed program with external stakeholders.

Required qualifications:

- Master’s degree in economics, public policy, or related studies. Doctoral degree strongly preferred.
- Five (5) years of experience in economic analysis.
- Demonstrated ability to acquire data from local institutions such as government ministries and statistical agencies.
- Demonstrated ability to analyze the economics of development projects, including conducting cost-benefit analysis and beneficiary analysis.
- Strong skills with software for statistical analysis, such as STATA, R or SPSS.
- Experience working with an economic planning or development organization or an international donor organization preferred.
- Experience managing and implementing complex social quantitative and qualitative research activities.
- Excellent written and verbal communication skills in English.

Level of effort: The Economist is expected to be a full time equivalent, working closely with other members of the Belize Core team and MCC to ensure that robust economic analysis is integrated into the constraint analysis, Concept Notes, Concept Papers, program logic, and project design.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.

THE PRIVATE SECTOR DEVELOPMENT SPECIALIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Private Sector Development Specialist
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S. based MCC Team to conduct a diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

The Private Sector Development (PSD) Specialist will work in close partnership with MCC's Finance Investment Trade (FIT) team to help the Government of Belize and MCC to successfully develop a compact program. In particular, the PSD Specialist will lead the efforts to engage the business and investment community in to help identify (a) the root causes of identified constraints to economic growth, (b) projects needed to alleviate those root causes, and (c) potential opportunities or needed investments in and around these root cause alleviating projects¹. This work will include, among other things, organizing, managing and sustaining engagement with the business and investment community; collecting and assessing data on key economic sectors and overall economic competitiveness; identifying key issues in the business environment that constrain or impede the growth of private investment and private business activity; identifying opportunities to expand private business activity through proposed compact projects; and designing specific strategies to engage private business or private investors in the implementation and sustainable operation of compact projects and to attract complementary private investment in and around compact projects. Ultimately, the PSD Specialist will be responsible for ensuring that Belize's project proposals fully reflect opportunities to expand private investment, both in and around the specific investments funded by MCC, and to amplify the impact and long-term sustainability of the compact program.

To be successful, the PSD Specialist must have a detailed knowledge of the Belize's economy; have considerable familiarity with the interests and concerns of private businesses and investors;

¹ E.g., Blended finance tools such as public private partnerships, leverage facilities, credit enhancements, regulatory and institutional reform.

be able to organize and sustain engagement with a wide range of stakeholders; and be able to work collaboratively with interdisciplinary teams.

Duties and Responsibilities: The Compact Development Team will be led by a National Coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The PSD Specialist will be a member of this team and will be responsible for the following duties in close coordination and partnership with MCC:

- Contribute to the development of plans for public consultations and stakeholder engagement and lead the organization, management and implementation of outreach to private businesses and investors to ensure that their views are captured and taken into full account during the compact development and project design process.
- Hold ongoing consultations with private businesses and investors, academics, and relevant government officials and civil society representatives throughout the compact development process.
- Gather, organize and assess all relevant data and information relating to private business activity, sectoral performance and economic competitiveness, working in close collaboration with the FIT team on the Financial Sector Analysis and Productive Sector Analysis and with other members of the Compact Development Team in the analysis of constraints and development proposals for economic growth.
- Assess the country's overall economic competitiveness and identify high potential growth sectors and industries in Belize and impediments to private investment and the expansion of private business opportunities in these sectors and industries.
- Contribute to the analysis of underlying issues and root causes of any binding constraints to economic growth, working in close collaboration with other members of the Compact Development Team to ensure that the concerns and issues of private businesses and private investors and entrepreneurship are fully understood, captured and taken into account.
- Work closely with the Gender and Social Inclusion Specialist to ensure that the concerns and needs of traditionally disadvantaged groups – particularly, for example, women- and youth-owned businesses – are considered and integrated into the overall assessment of opportunities.
- Develop and maintain an extensive network of business contacts to keep a pulse on private sector concerns, constraints, and trends as well as to continually update businesses and

financial sector on the compact development process and explore opportunities for partnership with the private sector in and around the compact program.

- Contribute to the identification and development of initial concepts and project proposals, working in close collaboration with other members of the Compact Development Team to ensure that opportunities to alleviate impediments to access to capital, private and commercial investment, and expand private business activities are taken into account.
- Contribute to the development of detailed program logic for the proposed projects and for the overall compact program, working in close collaboration with other members of the Compact Development Team, including identifying monitoring and evaluation indicators.
- Review and assess initial concepts and project proposals to identify additional opportunities to expand private investment and private business activity in Belize (e.g., by improving regulations, policies and institutional capacity or otherwise enhancing the general business climate; developing public private partnerships and/or leverage facilities to finance and manage needed infrastructure/public services or private investment opportunities, enhancing incentives for private investment (e.g., credit enhancement).

Required qualifications:

- Degree in economics, business, finance, law or a field related to business development and/or private sector-oriented investment (and/or equivalent experience in the private sector) in Belize and/or the region (an advanced degree is a plus);
- Five (5) or more years of prior work experience for a private sector business operation, bank/financial institution, trade or investment promotion agency, international development/donor organization, Multinational Financial Institution/International Financial Institution, and/or similar institutions, including the promotion or representation of private investment or private business concerns and/or mobilizing private investment;
- Experience leveraging private capital in and/or around public investments (e.g., via public-private partnerships, leverage facilities, credit enhancements, regulatory and institutional reform) is a plus;
- Demonstrated ability to collect, organize, analyze, and present quantitative and qualitative data and information in making assessments and reaching conclusions;
- English proficiency and strong organizational and communication skills. Experience in building partnerships between the public and private sectors, especially to mobilize private investment is a plus;
- Willingness to undertake regular field visits with different public and private stakeholders;

- Computer skills in word processing, spreadsheet, Internet, and familiarity with Management Information Systems; and
- Excellent written and verbal communication skills in English.

Level of effort: The PSD Specialist is expected to be a full time equivalent, working closely with other members of the Belize Core team and MCC to ensure that robust economic analysis is integrated into the constraints analysis, Concept Notes, Concept Papers, program logic, and project design.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.

THE GENDER AND SOCIAL INCLUSION SPECIALIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Gender and Social Inclusion Specialist
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S. based MCC Team to conduct a diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

MCC requires that gender and social inclusion issues are integrated into the development, design and assessment of potential projects. Countries that are conducting constraints to economic growth analysis and developing potential projects for a compact with MCC must clearly explain how the projects address key challenges that women and other disadvantaged groups face and what impacts the projects will have on women and other disadvantaged groups. Throughout the compact development process, the GSI Specialist will lead efforts to identify and explain potential impacts, as well as develop projects in ways that maximize the potential for such groups to participate in and benefit from project activities. Furthermore, women’s economic empowerment, measured in increased workforce participation, enhanced entrepreneurship of women, and gender-responsive systems is an MCC investment criteria that should be integrated in program development processes.

Duties and Responsibilities: The Compact Development Team will be led by a program coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The Gender and Social Inclusion (GSI) Specialist will be a member of this team and will working closely with the MCC GSI team lead assigned to the Belize country team, in order to:

- Assist the National Coordinator and other members of the Compact Development Team (CDT) in identifying potential projects that address constraints to economic growth and poverty reduction; ensure that social and gender concerns are well integrated; drafting the concept notes and concept papers that describe those projects in detail; and providing

input into the analysis of policy and institutional issues and the explanation of the poverty and social inclusion context.

- Ensure integration of social and gender issues into Terms of Reference (TORs) for further studies, including sectoral gender assessments, feasibility and design studies and environmental and social impact assessments and others as needed, to ensure that all relevant social/gender issues are identified, and that there is adequate planning, budget, expertise, and staff resources for social and gender analytical work and implementation and management planning.
- Work with the environmental and social performance (ESP) staff of the CDT and MCC to ensure the quality of social and gender dimensions of Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), resettlement action plans (RAP), and the application of the gender dimensions of IFC performance standards that include resettlement, health and safety, HIV/AIDS, child labor, sexual exploitation and abuse (SEA) issues. Take lead in adhering to MCC's 2020 Counter Trafficking in Person (CTIP) policy, in terms of overseeing TIP risk assessment and associated mitigation plans.
- Review stakeholder consultation plans and recommend actions to ensure that the consultative process for further compact development incorporates all relevant gender and other social considerations and policy requirements. Hold ongoing consultations with relevant government officials, academics, women's groups, civil society organizations, and other groups that work on social and gender concerns, including organizations representing women's businesses, throughout the compact development process.
- Contribute inputs to the design of the eventual program logic and collaborate with the monitoring and evaluation (M&E) specialists to ensure that indicators and data are properly disaggregated for age, gender and other relevant social factors so that the participation of and benefits to women and other vulnerable groups can be tracked and properly evaluated for reporting and learning.
- Participate in the selection of technical evaluation panels, the evaluation of contractor bids and proposals, selection of contractors, selection of key personnel (including embedded GSI contractor staff) and review of interim and final reports, to ensure that social and gender issues are adequately incorporated at all stages of contractor processes and deliverables. Provide input into the work performed by other sectoral leads across the compact.
- Ensure that all requirements of the MCC Gender Integration Milestones and the Operational Procedures for Compact Development are met throughout the compact development process.

Required qualifications:

- An advanced academic degree (Masters or above, PhD preferred) in a social science such as anthropology, sociology, economics, public policy, gender studies or community development, which included engagement on gender issues.
- Five (5) or more years of experience working on social, poverty and gender issues in the international development context in Belize, including the design and/or due diligence of projects.
- Detailed knowledge of policies, laws and regulations that relate to social inclusion and gender equality in Belize, with a particular focus on the policy and institutional environment, including issues related to the legal status of women or other disadvantaged groups.
- Detailed knowledge of the sociocultural context of communities in Belize, and the nature of social and gender inequalities across the country.
- Knowledge of and experience working with national women's organizations, INGOs, NGOs and relevant government institutions that work on poverty and development, and social and gender issues in Belize. Prior experience working for these organizations is an advantage.
- Demonstrated experience with integrating social and gender concerns into large-scale economic development, and poverty reduction projects. Experience with integrating social and gender concerns in infrastructure projects (e.g. power, transport, water and sanitation, ICT) is an added advantage.
- Experience managing and implementing complex social quantitative and qualitative research activities, including social and gender assessments.
- Experience in working on interdisciplinary teams and interacting constructively with technical experts, government officials, and civil society, including NGOs, CBOs, and people that could be affected by proposed projects.
- Excellent written and verbal communication skills in English.

Level of effort: The GSI Specialist is expected to be a full time equivalent, working closely with other members of the Belize Core team and MCC to ensure that social and gender concerns and activities to address and are fully integrated into the Constraint Analysis, Concept Notes, Concept Papers, program logic, and project design.

Reporting: The GSI specialist will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.

ENVIRONMENTAL AND SOCIAL PERFORMANCE SPECIALIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Environmental and Social Performance Specialist
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S. based MCC Team to conduct a diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

During the development of a compact program, each eligible country must assess environmental and social issues and impacts in the process of identifying, developing and designing potential projects. The Environmental and Social Performance Specialist will lead these efforts by organizing, managing and sustaining engagement with experts and organizations that represent national interests within the environmental and social sectors. This will include collecting and assessing data related to environmental and social dimensions of economic development; identifying key environmental and social constraints that impede the long-term and sustainable benefits of proposed projects; and, identifying opportunities to improve or enhance project outcomes through environmental or social interventions. This should include data and information regarding climate change, ecosystem services, natural capital and environmental thresholds that through dependency or impact may prioritize their inclusion in the evaluation of economic opportunities and constraints.

In addition, the Specialist will ensure that appropriate considerations for environmental and social performance, as defined in the IFC Performance Standards, Millennium Challenge Corporation (MCC) Environmental Guidelines, and Environmental and Social Legislation of the Government of Belize (GoB) are included in studies and assessments conducted during the compact development process. In this regard, the Belize Environmental and Social Specialist will play a key role in the planning and design of the compact program.

Duties and Responsibilities: The Compact Development Team will be led by a National Coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The Environmental and

Social Performance Specialist will be a member of this team and will be working closely with the MCC GSI team lead assigned to the Belize country team, in order to:

- Support the MCC and Belize Compact Development Team’s efforts to integrate environmental, social and climate considerations into the development process, particularly focusing on potential impacts to natural resources and factoring in effects of climate change.
- Identify key national interest groups, data sources, centers of expertise and relevant information on Belize’s environmental, climate and social priorities, policies, procedures, and practices.
- On behalf of the compact development team, lead the identification and documentation of environmental, climate and social “root causes” that may underlie the binding constraints identified during the country assessment phase. Identify and document potential environmental, social and climate risks, issues and concerns related to proposed project concepts.
- Develop and review terms of reference (TORs) for any feasibility studies, environmental and social impact assessments, or preliminary design work to ensure they will comply with all relevant environmental, climate and social policies, laws and regulations of the GoB; the MCC Environmental Guidelines; and, any relevant portions of the International Finance Corporation (IFC) Performance Standards.
- Review and comment on deliverables under any feasibility studies, environmental and social impact assessments, or preliminary design work to ensure that all environmental and social risks, issues and concerns are properly and completely addressed.
- Identify stakeholders for consultations on environmental, climate and social risks and opportunities and contribute to the development of a Stakeholder Engagement Plan.
- Build, maintain and effectively leverage relationships with the relevant ministries, departments and agencies that are responsible for the oversight and implementation of environmental, climate and social policies, laws and regulations in Belize. Consult with experts, stakeholders and potential project affected parties, as necessary and appropriate to ensure the transparent exchange of information.
- Serve as the main point of contact between the GoB’s compact development team and MCC’s Environmental and Social Performance (ESP) team, and ensure adequate flow of information as needed to keep MCC well informed of progress, issues and risks.
- Perform other tasks and responsibilities related to environmental, climate and social issues as requested by the Belize National Coordinator.

Required Qualifications:

- Academic degree in natural science, environmental or natural resources policy/planning/management, engineering or similar discipline.
- Approximately eight (8) or more years of professional experience working on issues of environmental management and climate change for Belize, within a government or non-governmental institution. Prior experience working on projects funded by international organizations or international donors is preferred.
- Knowledge of GoB’s environmental legal framework, policies, laws and regulations, particularly those related to environmental and social impact assessments, land acquisition

and resettlement, climate change, public health and safety, public consultations, and gender issues.

- Experience with the environmental standards, guidelines and policies used by international organizations or international donors. Familiarity with the World Bank Operational Policy and/ or the International Finance Corporation (IFC) Performance Standards is preferred.
- Familiarity with development of climate change assessments and mitigation strategies.
- Demonstrated ability to interact constructively with public policy makers, civil society organizations, technical and engineering experts.
- Strong organizational, research and writing skills.
- Demonstrated ability to manage a variety of tasks with minimal supervision.
- Strong computer skills in Microsoft Office applications.

Level of effort: On average, the Environmental and Social Performance Specialist's role should occupy approximately 50-75 percent of a full-time equivalent (FTE) during the compact development process. This level of commitment could increase as reports and other deliverables are received.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.

THE PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT SPECIALIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Public Outreach and Stakeholder Engagement Specialist
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S. based MCC Team to conduct a diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

During the development of a compact program, each eligible country must build mechanisms that provide transparent information on the status and content of the compact development process, allow for public comment, and incorporate meaningful input from stakeholders and potential beneficiaries into the selection and design of projects. The Public Outreach and Stakeholder Engagement Specialist will lead these efforts by preparing stakeholder engagement, outreach and communication plans; conducting stakeholder analysis, engaging relevant stakeholders at the national, regional and local level; developing and implementing mechanisms to gather public input and respond to public comment; developing and disseminating reports on the stakeholder feedback from consultations; and otherwise ensuring transparency throughout the compact development process.

To be successful, the Public Outreach and Stakeholder Engagement Specialist must be motivated and highly organized; be able to sustain engagement with a wide range of stakeholders; and be able to work collaboratively with interdisciplinary teams. In particular, they will work in close collaboration with the Compact Development Team private sector specialist and gender and social inclusion specialist.

Duties and Responsibilities: The Compact Development Team will be led by a National Coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The Public Outreach and Stakeholder Engagement Specialist will be a member of this team and will be working closely with the MCC GSI team lead assigned to the Belize country team, in order to:

- Develop a communications and stakeholder engagement strategy drawing on inputs from the MCC and Compact Development Teams to ensure broad public awareness of the compact development process. Lead the development of an informative public website and ensure it is maintained with relevant and timely content on a regular basis.
- Lead a detailed stakeholder analysis and mapping exercise to identify, categorize and prioritize relevant stakeholders among community leaders; women’s organizations, environmental organizations and other civil society organizations; business and the private sector; interest groups; local, regional and national political leaders; international development partners; and potential beneficiaries.
- In coordination with other MCC and Compact Development Team members, lead the development of a detailed, written Stakeholder Engagement Plan structured in a manner consistent with applicable IFC guidelines² that defines the broad parameters of a timely, meaningful and participatory consultative process. Among other details, the plan should clarify who the key stakeholders are; the issues on which the Compact Development Team will share information with or solicit feedback from key stakeholders; define a timeline for engaging with key stakeholders; describe the strategic approach and specific mechanisms for sustained, ongoing consultations; and set a general expectation that the results of stakeholder consultations will be captured, documented, updated and utilized throughout the compact development process. The Stakeholder Engagement Plan should also include methods for ensuring equal opportunities for women and disadvantaged groups and social minorities to participate in consultations.
- Design participatory mechanisms for gathering and incorporating meaningful feedback, as well as registering grievances, from key stakeholders, in full compliance with MCC policies and the IFC Performance Standards.
- Manage and oversee the actual implementation of a timely, meaningful and participatory process for engaging a wide variety of stakeholders at various stages of the compact development process.
- Develop, maintain, and safeguard a stakeholder/contact database to track the timing and content of contacts between the Compact Development Team and key stakeholders.
- Write detailed Stakeholder Engagement Reports to document ongoing consultations and capture feedback and input from stakeholders. Provide the reports to other members of the Compact Development Team as a tool to ensure that relevant stakeholder input is taken to account during the identification of constraints to economic growth, and ultimately the identification, selection and design of proposed projects.

² Please see *Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets*, International Finance Corporation, May 2007

- Develop press materials, engage reporters, radio, newsprint, and other innovative media as methods of reaching all members of society as needed to ensure timely provision of public information.

Required Qualifications:

- Academic degree in communications, public policy, community development, public relations, or other relevant field – including social science fields with strong qualitative field methods training.
- Five (5) years of prior work experience planning broad communication and outreach strategies and conducting, organizing, managing and leading large-scale participatory stakeholder consultations or targeted outreach events in a context related to economic development.
- Demonstrated ability to develop a stakeholder engagement plan and conduct a detailed stakeholder analysis and mapping exercise for the identification, targeting and engagement of a wide range of stakeholders.
- Demonstrated ability to work with technical specialists such as economists, private sector experts, environmental specialists and social and gender specialists to incorporate public feedback into program and project design.
- Prior experience working for a government agency or international development partner and/or experience working at a national level on project design, strongly preferred.
- Demonstrated ability to map stakeholders and develop a Stakeholder Engagement Plan. Experiences consistent with Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets, published by the International Finance Corporation (IFC), strongly preferred.
- Strong oral and written communication skills, organizational, and interpersonal skills.
- Qualitative field research experience or experience with participatory or grassroots development programming strongly preferred.
- Experience engaging a wide range of stakeholders – from business leaders and professionalized associations to vulnerable groups and marginalized populations, non-governmental organizations, and civil society groups.
- Experience in, and comfortability with, engaging diverse groups across multiple social strata (including gender, ethnicity, race, class, income, language, religion, region, nationality, political affiliation, etc.).
- Familiarity with ethical standards, norms, best practices, and social safeguards related to engaging and conducting research with a diversity of human subject groups.

Level of effort: The Public Outreach and Stakeholder Engagement Specialist in particular will work full time in close collaboration with the private sector specialist and gender and social inclusion specialist of Compact Development Team and with the MCC’s Country Team Lead (CTL) and his/her deputy (Point of Contact), to ensure that outreach and stakeholder engagement concerns and activities are addressed and fully integrated into the Constraint Analysis, Concept Notes, Concept Papers, program logic, and project design.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.

THE ADMINISTRATIVE ASSISTANT

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Administrative Assistant
Contract Period	2 years

Background: On December 17, 2021, the Prime Minister was informed that the US Government-funded Millennium Challenge Corporation (MCC) had selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S. based MCC Team to conduct a diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

The Administrative Assistant will provide administrative support to the Compact Development Team.

Duties and Responsibilities: The Administrative Assistant will provide support to the National coordinator and the Compact Development Team to ensure the timely, efficient and effective execution of required implementation tasks. The duties will include:

- Maintain a record and filing system as a repository of all project documents, agreements, and presentations.
- Set appointments and logistical support for MCC staff for in-person or virtual missions to Belize.
- Take notes at team meetings.
- Prepare memos and letters as requested.
- Deliver or pick up official correspondence, supplies and other items strictly related to the program (i.e. no personal errands).
- Provide assistance with travel vouchers and coordination of documents for MCC reimbursement of funds to the Government of Belize.
- Review outgoing correspondence, receives, controls and distributes all incoming correspondence, making required photocopies.
- Manage the requirements for expendable and non-expendable supplies and maintain adequate stocks on hand to run the office efficiently.

- Order office supplies and maintains adequate stocks of regularly used supplies.

Required qualifications:

- Associate degree in business administration, project management or related field;
- At least two years of either office management, secretarial, financial, project management or administrative management experience is required;
- A valid Belize driver's license is required.
- Computer skills in word processing and spreadsheets; and
- Excellent written and verbal communication skills in English.

Level of Effort: The Administrative Assistant is expected to be a full time equivalent.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: February 7, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than February 2, 2022. Responses will be provided within three days.